

ADMINISTRATIVE - INTERNAL USE ONLY

REFS: 78-1488

4 MAY 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM: F. W. M. Jarney
Director of Personnel

SUBJECT: Initial Guidelines Regarding Implementation of the
DCI's Memorandum on Establishment of Career
Service Panels for Secretarial and Clerical
Personnel

REFERENCES: (a) Multi adse memo fr DDCI dtd 13 Apr 78 re
same subject
(b) Multi adse memo fr DDCI dtd 7 Apr 78, subj:
Uniform Promotion System

1. To assist you in satisfying the initial requirement contained in reference (a) in accord with provisions contained in reference (b) the following guidelines are offered for completion of actions required by 15 May 1978.

a. Establish Career Service and Subgroup panel structures, as appropriate, to size and composition of the secretarial and clerical employee occupational groups within the Career Service.

b. Identify members to serve on these panels. Panel members should be at least two grades higher and must be at least one grade higher than the highest grade level of the personnel to be administered by the panel.

c. Plans should be made for the transfer of jurisdiction for senior secretarial personnel grades GS-08 and above to the Career Service level where such responsibility is currently fixed with Career Subgroups.

d. Provide the Director of Personnel with a copy of your implementation plans and actions taken in meeting this initial requirement.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

2. It is recognized that full development of your implementation actions relative to the secretarial and clerical panels will require additional time beyond 15 May 1978. At this point a target date has not been set for full operation of these new panel systems. Additional policy determinations are necessary before the Office of Personnel can provide you with more detailed guidance. In the meantime, we expect to develop a Career Service Grade Authorization (CSGA) data base applicable to secretarial and clerical personnel. This will provide you with the number of allowances available for each grade level for secretarial and clerical employees.

[Redacted Signature Box]

F. W. M. Janney

STAT

Distribution:

- Orig - DDA
- 1 - Each other adse
- 2 - D/Pers
- 1 - OP/P&C

OP/P&C [Redacted Box] (4 May 78)

ADMINISTRATIVE - INTERNAL USE ONLY